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United States Department of Agriculture

EXTENSION SERVICE

SUGGESTIONS FOR TRAINING

EMERGENCY WAR FOOD PRODUCTION AND PRESERVATION ASSISTANTS

Reserve

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I. The situation:

1. The Emergency War Food Assistants will -
  - a. Work on specific problem of war food and fiber production, distribution, and preservation.
  - b. Emphasize critical food needs.
  - c. Emphasize production and conservation of food supply for home use.
  - d. Assist in problems related to marketing of war food crops.
  - e. Work intensively to effect immediate increase and conservation of food and fiber.
  - f. Expand good production and conservation activities to villages and towns.
  - g. Give special attention to new communities not formerly reached by extension work or those that have been only slightly benefited by the service.
  - h. Work with men and women, boys and girls.
2. Emergency War Food Assistants employed will likely be -
  - a. Inexperienced in extension techniques and methods.
  - b. Unfamiliar with extension forms and procedures.
  - c. Limited in subject-matter information.
  - d. Unfamiliar with work of cooperating governmental agencies.
  - e. Inexperienced in public-relationship jobs.

II. Training and assistance needed:

1. Supervision and guidance by experienced State and county extension workers.
2. Practice in organizing food production and preservation activities.

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3. Subject matter streamlined to fit their special job.
4. Methods and practice in extending programs to new communities, villages, and towns.
5. Planning and conducting public meetings.
6. Utilizing voluntary leadership.
7. Conducting demonstrations.
8. Preparing news releases.
9. Keeping necessary records, evaluating work done, and making reports.

III. Suggestions for training:

1. Special (week or 10 days) training course at time of appointment, at college preferably.
2. Short apprenticeship with an experienced agent.
3. Reference handbook — manual.
4. Special training by agent or agents already in county.
5. Field conferences with State specialists.
6. Planned supervisory visits by State Leaders.
7. Special in-serving training letter.
8. Short "refresher" subject-matter training schools.

Prepared in  
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